

Town of Secaucus

Job Description

JOB TITLE: PURCHASING ASSISTANT

EXEMPT (Y/N):	No	SALARY LEVEL:	\$35,000.00 to \$45,000.00
SHIFT:	9:00 AM to 4:00 PM	DIVISION:	Finance
LOCATION:	Town Hall	DEPARTMENT:	Purchasing
UNION AFFIL:	Yes	SUPERVISOR:	Purchasing Agent

SUMMARY: The purpose of this position is to provide administrative support and perform day to day purchasing functions for a variety of departments and locations in the purchasing of supplies; participates in the work of requisitioning of materials, supplies and services.

ESSENTIAL JOB FUNCTIONS including, but not limited to the following:

- Handle procurement of goods and services up to a specific threshold.
- Prepare purchase requisitions and place orders into Munidex Accounting database system.
- Receive and store materials and supplies for inventory control.
- Maintain liaison with vendors and purchasing agent on prices, errors, and complaints on delivery.
- Reviews vendor's invoices for accuracy. Answers inquiries related to supplies.
- Maintains liaison with departments and confer with them regarding their needs for materials and supplies.
- Prepares routine reports and correspondence concerned with purchase matters.
- Maintains records and files.
- Handle phone inquiries and forward calls to appropriate finance individuals as needed.
- Compile government compliance forms for filing
- Research and prepare documents to move to next level for purchasing agent.
- Attend Pre-construction meetings
- Attend Bid-openings.
- Handle other duties and tasks as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School diploma required or equivalent; an Associate's degree or minimum 60 college credits a plus.

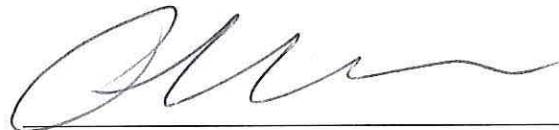
- Minimum three years' administrative clerical support experience in a related municipal government area
- Excellent verbal and written communications skills, able to disseminate information relating to the operations in a professional, concise and consistent manner.
- Strong customer service focus with strong interpersonal skills in dealing with the public sector.
- Strong organization skills, accuracy and attention to details.
- Experience in Microsoft Office applications including Word, Excel, PowerPoint and Access; knowledgeable in other database systems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

NOTICE REQUIREMENT: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job promotional opportunity is hereby posted for a period of not less than five days prior to action by the Town of Secaucus to fill the vacancy. Applications and/or resumes should be filed with Sandra Lopez, Director of Human Resources, Secaucus Town Hall, 4th floor, 1203 Paterson Plank Road, Secaucus, NJ 07094 or via e-mail to slopez@secaucus.net no later than 4 PM, Tuesday August 2, 2016.

Date of Posting: Wednesday, July 27, 2016



David B. Drumeler, Esquire
Town Administrator/EEO Officer